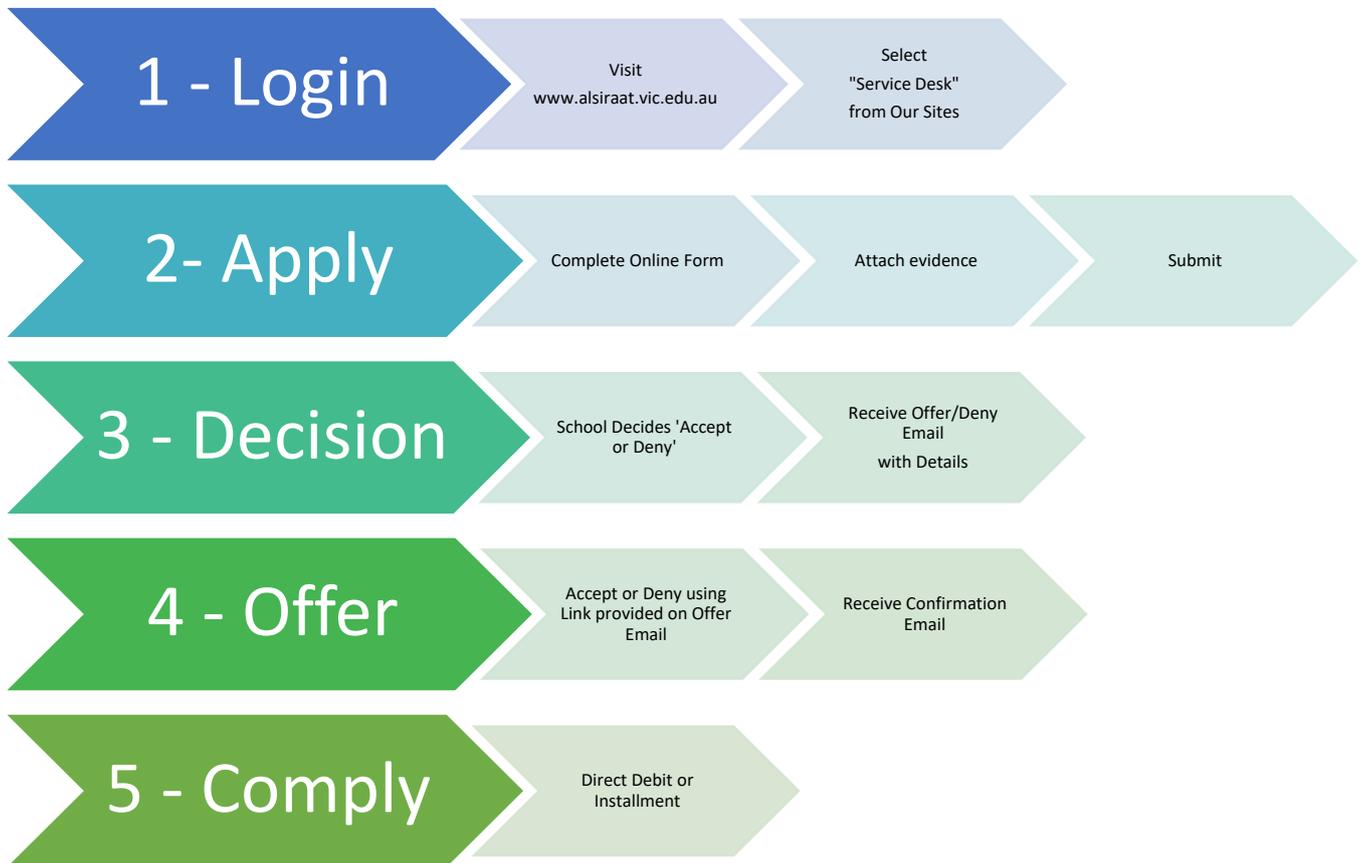


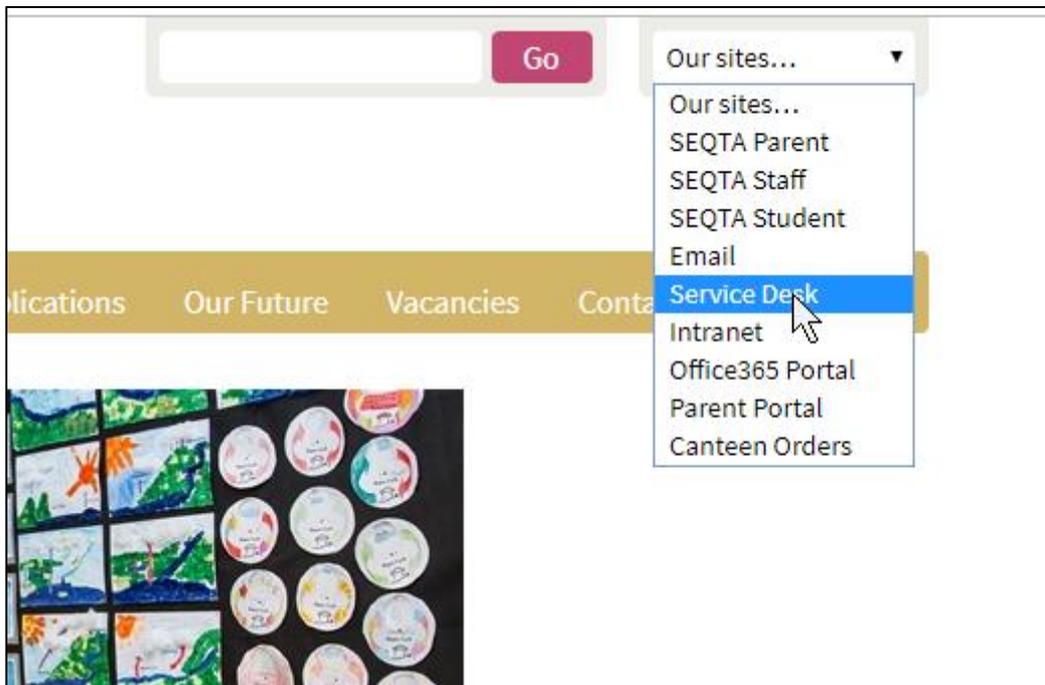
## How to access the Al Siraat College Service Desk to lodge a Financial Consideration Application

There are five basic steps to lodging a financial consideration request. For steps in a little more detail, please see the following pages.



## Detailed Steps

1. Ensure you already have a working account – the same account that is used for accessing the Parent Portal and to make Canteen orders online.
2. It is recommended to use a Desktop computer. The site may not function very well on a mobile device.
3. Access the Service Desk from the school website's Quick Links:



4. Log in a usual, with the personal email address that you have provided the school. If you don't know your password, use the "Reset" link shown below the Sign in button:



Sign in with your organizational account

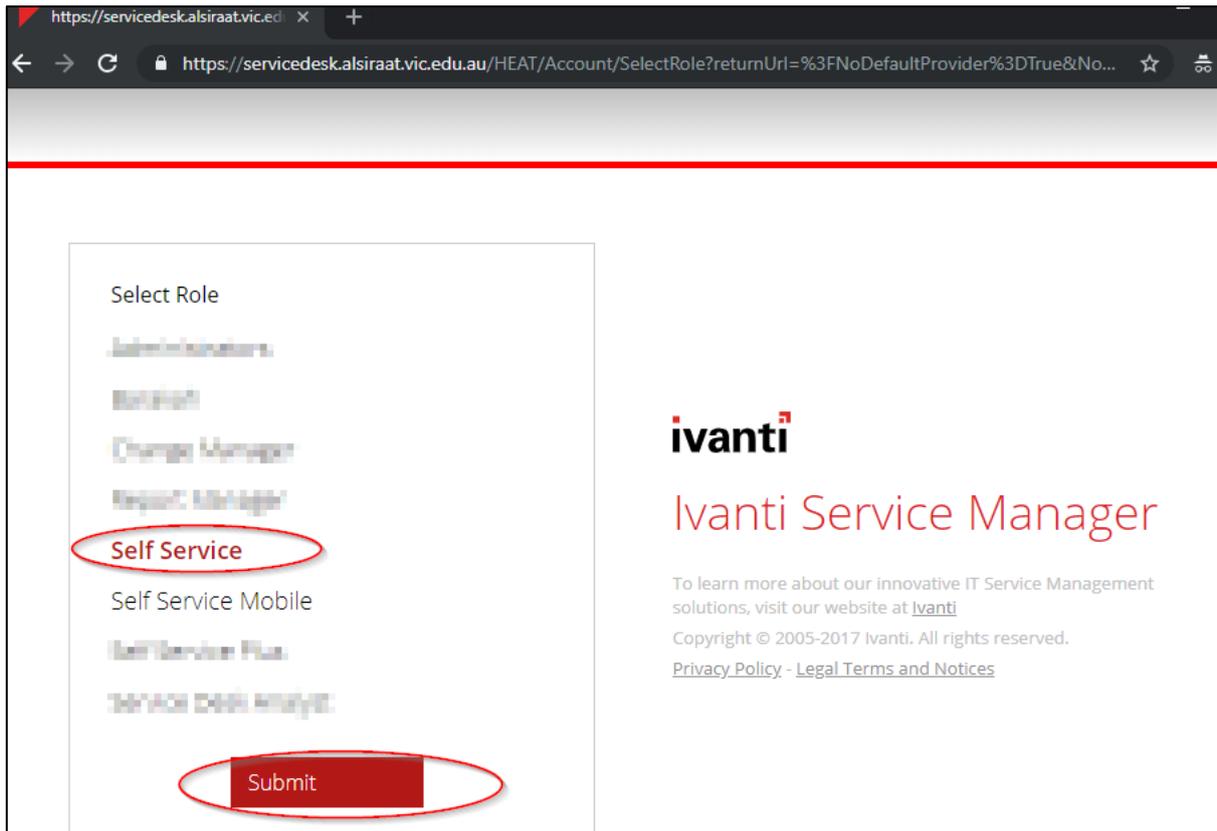
Keep me signed in

[Sign in](#)

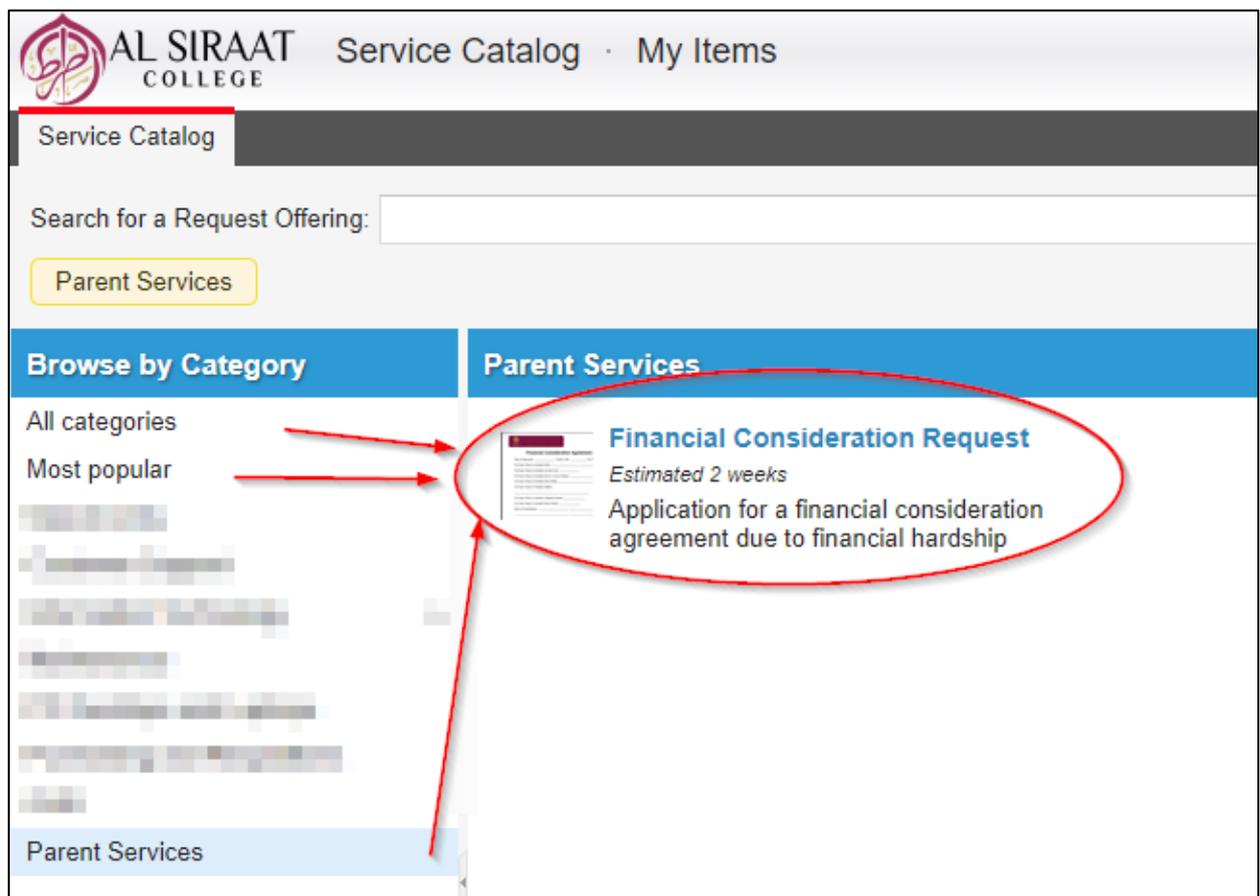
You may use your email address or username in the format ASC/username.

You may also [Reset](#) or [Change](#) your password.

5. When prompted, choose the “Self Service” role:



6. Choose the appropriate service that you want. In this case, it will be the Financial Consideration Request:



7. Fill in the form. Use the Go back / Continue buttons and then “Review and Submit”:

AL SIRAAT COLLEGE Service Catalog · My Items Self Service Help

Service Catalog Report an Issue

**Service Offering: Financial Consideration Request**  
Application for a financial consideration agreement due to financial hardship

1. Account Details ✓

2. Applicant Details ⚠

3. Sponsor Details ✓

4. Declaration

5. Review & Submit ⚠

**Applicant Details** Delivery Estimate: 2 weeks, Average delivery: N/A

Required fields

Marital Status ⚠

Attach Driver License / Passport Copy [Select None] [Delete all]

is required here

Number of Dependent Children (Age 18 or IT)

Other Licensed Passport Number

Number of Dependent Adults (Age 18 or over)

Employment Status

Net Annual Income  
Include all sources of income including self employment, government assistance, pension, etc. payments such as Prudential, LIRA, PFL, etc.

Attach Evidence of Income [Select None] [Delete all]

is required here

Health Care Card Number  
Provide Health Care Card or personal card or other educational card number

Attach Health Care Card Copy [Select None] [Delete all]

Cancel Review & Submit < Go Back Continue >

Sections with missing / invalid values

8. Confirm all the details and either “Go Back” to correct them or finally “Submit” the application:

AL SIRAAT COLLEGE Service Catalog · My Items Self Service Help

Service Catalog Report an Issue

**Service Offering: Financial Consideration Request**  
Application for a financial consideration agreement due to financial hardship

1. Account Details ✓

2. Applicant Details ✓

3. Sponsor Details ✓

4. Declaration ✓

5. Review & Submit ⚠

**Review & Submit** Delivery Estimate: 2 weeks, Average delivery: N/A

Account Details

Account Name: Bilal Bani

Account Number: 1105

Email Address: bilal@aliraat-college.edu.jo

Outstanding Balance: \$0

Applicant Details

Marital Status: Single

Attach Driver License / Passport Copy [img] 1105\_2016.jpg [1 Bytes]

Number of Dependent Children: 0

Other Licensed Passport Number: 1

Number of Dependent Adults: 1

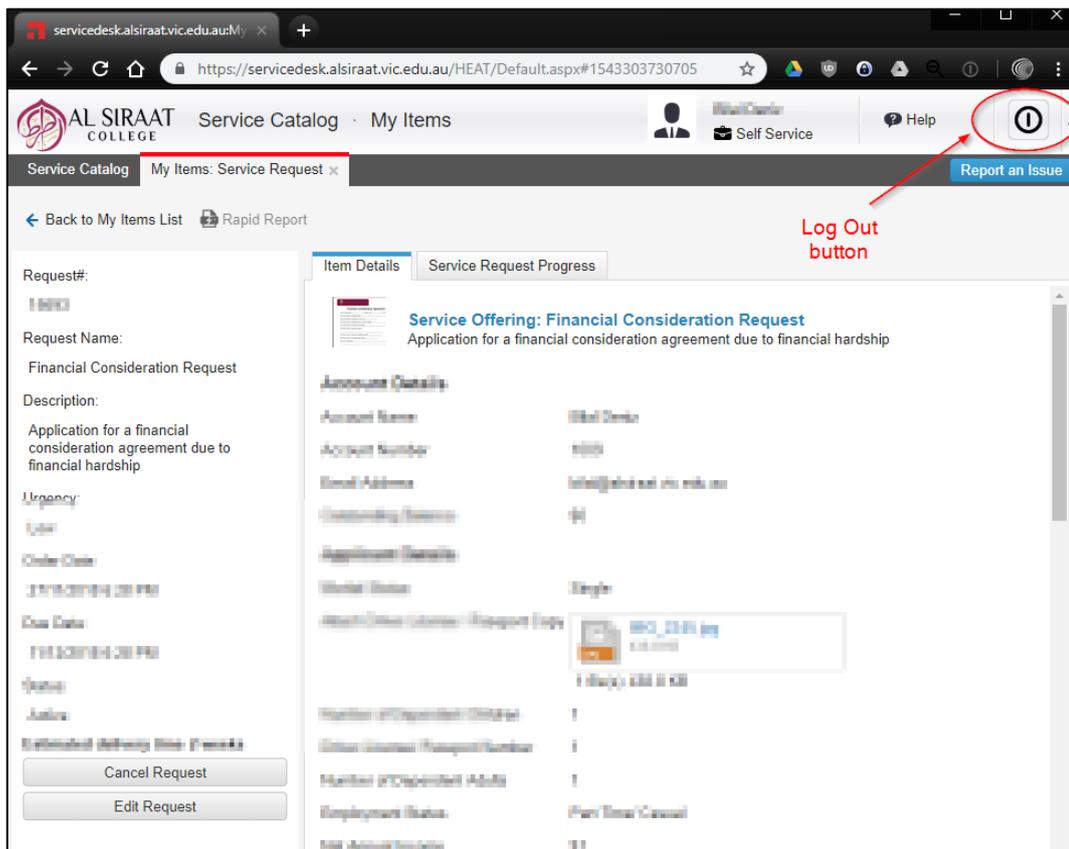
Employment Status: Full Time/Contract

Net Annual Income: \$0

Attach Evidence of Income [1 Bytes]

Cancel Submit < Edit/Back Submit

9. Your request is now submitted. You may Edit or Cancel the request (up till the point of being processed), but otherwise you may log out:



10. Ensure you receive an email confirmation of your request:

